

# Job Description for Happy English Corner (HEC) - Teaching Assistant

## **Purpose of the HEC Position**

- The position of Teaching Assistant exists to assist teaching the Pittsburgh Chinese Church Oakland (PCCO) Happy English Corner
- The position of Teaching Assistant contributes to the vision and goals of the Happy English Corner by helping to provide a fun place for Chinese students and scholars to learn English.

## **Qualifications for the Position**

- Qualifications required:
  - Follower of Jesus Christ who is in general agreement with the PCCO statement of faith
  - Ability to speak English well
  - Ability to help once a month (or more) on Tuesday nights from 6:45 pm to 8:45 pm
  - To be warm and friendly toward the students and scholars, and to have fun
- Qualifications desired:
  - Prior English teaching/tutoring/helping experience
  - Ability to help each Tuesday night
  - Ability to substitute teach if needed
  - Willingness to arrive at 6:30 pm and assist with set up
  - Willingness to stay a few minutes after class to help clean up

## **Key Accountabilities and Expected Results**

### Top 3 accountabilities of the position

- Provide ideas for the lesson curriculum
- Teach part of a lesson every other week
- Speak and listen to the students in small group time

### Expected results

- Provide two curriculum ideas per lesson (20 minutes/week)
- Teach 15 minutes every other week (15 minutes/week + preparation time)
- Correct and encourage the students (1 hour/week)

Contact: Scot & Sheryl Myhr

p: 412-450-0506

E-mail: PiZiBaoYingYuJiao@gmail.com, or HappyEnglishCornerPGH@gmail.com

<http://www.PCCOakland.org/hec>

Pittsburgh Chinese Church - Oakland

134 N. Dithridge St.

Pittsburgh, PA 15213

PCCO Statement of Faith: <http://PCCOakland.org/hec/files/>